

# Leadership

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Definition: a person who guides or directs by going in advance

## What do leaders do?

- Focus on what works rather than on being “right”.
- They do not take things personally.
- They keep their word.
- They have a goal of progress, not perfection.
- They have a natural curiosity and inquisitiveness about both people and ideas.

## How do leaders communicate?

- They have a belief in the best intentions of people until proven otherwise.
- They have a desire to listen instead of build an argument for their case.
- They have an ability to create common ground and connect with any person at any level.

## How can you become a leader?

- Create a vision.
- Be a role model.
- Have a positive attitude.
- Maintain Balance – Life balance, personal balance.
- Show concern.
- Communicate frequently.
- Establish expectations.
- Be a better listener
  - ✓ Look at the person who is speaking.
  - ✓ Question the speaker for clarification.
  - ✓ Don't rush the speaker.
  - ✓ Pay close attention.
  - ✓ Don't interrupt
  - ✓ Don't change the subject.
  - ✓ Be 100% present!